

City of Sherwood

Special Events

POLICY

Community Service Department
22560 SW Pine Street
Sherwood, OR 97140
Event and Volunteer Coordinator
(503) 625 4251



CONTENTS

Introduction 3

Purpose 3

Definition 4

Criteria for Evaluating and Scheduling Special Events..... 4

Application Submittal..... 4

Application Review 5

Application Approval/Denial Notification..... 6

Appeal Process 7

Revocation/Alteration of Permit 7

CITY OF SHERWOOD SPECIAL EVENT POLICY

Introduction

Community festivals and special events can promote tourism, showcase local talent and expose artists and performers to new audiences. Events can also invigorate community spirit, revitalize neighborhoods and Old Town and contribute substantial economic and social benefits to the community. In recognition of these benefits, it is the policy of the City of Sherwood to encourage events which promote tourism and foster the economic revitalization of the Old Town area and the community as a whole.

The City of Sherwood continuously works with many special event promoters, event sponsors, community members and organizations in assisting with public safety, traffic, and crowd control at special events and activities that promote the social and economic wellbeing of Sherwood. This document sets forth guidelines for the implementation of a Special Events Policy by the City of Sherwood. It defines, categorizes, and sets a review procedure for Special Events.

The City of Sherwood is dedicated to a policy of non-discrimination on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 625-4201.

Purpose

The purpose of this policy is to provide regulations for special events in order to preserve and protect the safety of participants and the public, minimize inconvenience to the public, minimize the disruption of public services, and protect public property. A corollary purpose to this policy is to ensure that sponsoring organization/parties plan and are responsible for associated event costs. The purpose is to include special demands on the City of Sherwood services.

The policy includes events held on private property if the event affects or impacts the City, surrounding public or private property, or which may involve an improper use of the property under other City ordinances, such as zoning restrictions, may be deemed an event for the purpose of this policy.

Event holders (the signer of the application) will be responsible for seeing that all regulations contained in this document, and any other stipulations required by the City or other governmental agencies are followed.

Definition

For the purpose of this policy, a special event is defined as an event which requires pre-approval and advisement from City staff, for a preplanned activity, sponsored by an individual, group, and/or organization proposed to be held in the City of Sherwood within the public right-of-way, on city-owned property, or that will have amplified sound. Special events are events which will impact public property, normal vehicle and pedestrian traffic, and/or the safety of citizens and visitors, thus needing the services of the City. Specific activities requiring a Special Event Permit include but are not limited to: fairs, carnivals, circuses, concerts, walks or runs, bike races, parades/marches, festivals, celebrations, tours, shows, sales, festivals, ceremonies, rallies, processions or mass gatherings, etc. A Special Event may also involve selling, advertising, and/or promoting. A Special Event Permit is required for use of the city public right-of-way for all events **except a neighborhood block party**, which instead is authorized using a Sherwood Block Party Street Closure Permit.

If the event requires use of a City facility or additional City permits, the event organizer is expected to also pay the appropriate fees and charges as they apply to that permit, facility, area.

The event holder may be billed for services provided by the City that are exclusively a result of the event. The City will attempt to estimate the cost of such services in advance of the event, but the event holder will be billed and liable for the actual cost.

Criteria for Evaluating and Scheduling Special Events

The City of Sherwood shall be charged with the responsibility of determining whether or not a particular applicant shall be entitled to hold a special event. The City shall take into account the effect the proposed special event will have upon the environment and community as defined in the purpose. The City shall also take into account the frequency with which such events are held and the convenience of the public in relation thereto.

The City of Sherwood will also consider:

- Whether any inconvenience which the general public may suffer is outweighed by the potential benefit to the community as a whole.
- Whether the holding of the special event as planned would create an undue burden upon the resources of the City.
- The frequency of the same or similar event(s).

Special Event Permit Application Submittal

Parties who wish to make a request for a Special Event shall contact the Event Coordinator during office hours to review and complete a Special Event Permit Application form or visit www.sherwoodoregon.gov.

Applications should be submitted in advance to allow time for the review process and for the applicant to address any changes or conditions the City might request. Applications will be accepted on a first-come, first-serve basis. Please refer to the Special Event Resource Guide for details on required information, permits and application submittal timelines.

Every effort will be made to respond and make a decision on a request within a reasonable period of time. It is also expected that the party making the request will anticipate a reasonable length of lead time that may be required to make a final decision.

When two or more parties make a request for the same area on the same date, a compromise agreement between the parties will be attempted. In the case where a conflict cannot be resolved, the final determination for granting a special event request remains with the City of Sherwood.

Application Review

The Community Services Department Event Coordinator shall initially review the application to determine if all necessary information is provided and determine if the event does not conflict with City scheduled events and previously approved applications. The applicant will be notified by phone or email for additional information.

Following initial review, the Event Coordinator will determine if the event is new to the City of Sherwood, or if it is a reoccurring event. If the event is new to the City of Sherwood, the event will be reviewed at a Special Events Meeting. If it is a reoccurring event the following departments will review all applications to determine the impact the event will have on each department and the public.

- **Community Services** – Will provide initial application review, route information to all departments or schedule new event meeting, and compile conditions. Community Services is also responsible for processing Robin Hood Theater Board and Old Town Monument Requests.
- **Police Department** – Will review all plans for public safety on and off the proposed site, traffic control, parking, noise control, crowd control, parades and alcohol permits.
- **TVF&R** – Will review all plans to determine life safety hazards.
- **Public Works Department** – Will review plans for services for road closures (excluding block parties), impacts on City parks and other duties as needed.
- **Risk Manager** – Will determine appropriate insurance levels. Applicant must provide evidence of insurance before approval.
- **Planning Department** – Will review all Temporary Portable Sign Permits and Temporary Use Permits if necessary.
- **Recreation Coordinator** – Will process School District Facilities requests (gyms, fields and tracks) when the City of Sherwood is responsible for management (weekends, holidays and school breaks).

- If this is a new event, outside agencies that may be impacted by the special event will be advised and invited to participate in the review process.

Departments will determine if special services will be required, and what additional licenses and permits are needed. If an event is considered closed to the public or if streets will be closed, the City may request the sponsor contact neighboring residents for notification. These departments will make recommendations to approve or disapprove the application.

For classification purposes, the City shall review the application using the following criteria:

- The proposed event can function safely.
- The anticipated number of persons attending the event over the entire period of the special event.
- The event will not unduly interfere with previously approved or ongoing construction, maintenance or other activities.
- The anticipated amount of extra personnel hours which shall be required to be furnished by the City to accomplish the necessary public safety and sanitation components of the special event; technical assistance required from City employees (other than the services of the Event Coordinator, which shall not be considered) will not deny reasonable City services.
- The event will not unduly interfere with public transit systems or use of rights-of-way by the general public.
- The event will not unduly interfere with the flow of traffic in the area.
- The street will be closed in a safe manner that will allow emergency access for fire, police, and (EMS) vehicles.
- Neighbors impacted by the proposed event have been notified of the event being held.

Application Approval/Denial Notification

After review, the Event Coordinator shall notify the applicant of approval or denial of all special event requests.

All parties whose special event request has been approved shall assume full responsibility for compliance with all conditions, fees, and City and State Codes. They assume responsibility for their actions, and any consequence thereof, associated with the special event. Event sponsors are advised not to announce, advertise or promote events until they have a signed permit.

Permit applications may be denied in the City's sole discretion. The City may propose alternate locations or dates, or may refuse to issue a permit. If the proposed special event does not meet the criteria details in this policy, the application will be recommended for denial. If the City of Sherwood denies the request, they do so by exercising good judgment and what may be in the best interest of the City. The party shall be notified, in writing, in the case of a denial. Parties denied a request may appeal the denial to the City Manager. See Appeal Process.

Appeal Process

An event holder whose application is denied, or who objects to the conditions or restrictions placed on the permit, may appeal to the City Manager by giving a written request to the Community Services Director within in 10 days.

Revocation/Alteration of Permit

Any conditions not met as set out in the approval of the application will be grounds for revocation of the permit by the City.